



“SCRPT”
Senior Citizen Residential Property Tax Work-Off Program

The Town of Andover values the wealth of skills and knowledge possessed by its senior residents. The “SCRPT” program provides seniors the opportunity to share their skills in service to the community and receive an abatement on their property taxes. The success of the program depends on the co-coordinated efforts of the various town departments requesting services, the program co-coordinator who matches the volunteers, the Assessor’s office that verifies eligibility and oversees the abatement process and the Treasure’s office where payments are submitted.

While the FY 05 program officially begins on July 1st, placements will not begin until eligibility has been determined. We appreciate your co-operation in this process, which may take a few weeks. Many who have participated in the program in previous years may be re-assigned to those positions, while others may be looking for a new assignment. Those who have not participated will be asked to schedule an interview to begin the placement process.

Attached are several pages that must be completed and returned to me at the Senior Center before 2:00 pm on June 30th. An informational forum will be held at the Senior Center on Friday, June 25th at 1:30. All participants should attend this meeting. If you have any questions, please call the center at 978-623-8321 and speak with Jeanne Doucette.

Thank you for your interest in the “SCRPT” program. I look forward to seeing you at the meeting on June 25th.

Kathy Urquhart

Kathy Urquhart
Acting Director
Elder Services



TOWN OF ANDOVER
SENIOR CITIZEN PROPERTY TAX WORK-OFF PROGRAM
“SCRPT” APPLICATION

Date: _____

Name: Dr. Mr. Ms. Mrs. _____
(Circle One) Last First Middle Initial
Address _____
 Street Town State Zip Code
Telephone _____ E-mail _____

Eligibility Requirements: Please answer all of the following:

Over age 60+	_____ Yes	_____ No
Owner of record	_____ Yes	_____ No
First qualifying owner	_____ Yes	_____ No
Primary residence	_____ Yes	_____ No
Copy of current tax bill attached	_____ Yes	_____ No
Prior participation	_____ Yes	_____ No

Education:

Name/Address	Degree/Date	Major/Course
High School _____		
College _____		
Other _____		

Volunteer Experience: Include previous placements through this program, if applicable.

Name of organization	Date	Address/Phone	Description of Duties
1. _____			
2. _____			
3. _____			
4. _____			

Other interests, skills and hobbies: _____

Please complete other side

Work Experience: Include Name/Address/Phone Number/Dates of Employment

1. _____

Your Position/Duties _____

2. _____

Your Position/Duties _____

3. _____

Your Position/Duties _____

References: Include: Name/Address/Telephone Number/Affiliation
(Please do not use a relative as a reference)

1. _____

2. _____

3. _____

Availability:

Month(s) _____

Day of Week _____

Morning _____ Afternoon _____ Evening _____

What type of community service do you prefer for this program? _____

Emergency Contact: Include Name/Phone Number/Relationship

I authorize the Andover Council on Aging/or the Town of Andover to investigate information from this application for the purpose of community service with "SCRPT", the Senior Citizen Property Tax Work-Off Program.

If accepted for community service with the Town of Andover, I agree to comply with the rules of the "SCRPT" Program. To the best of my knowledge, all information provided in this application is accurate.

Applicant's Signature

Date _____



“SCRPT”
TOWN OF ANDOVER
SENIOR CITIZEN PROPERTY TAX WORK-OFF PROGRAM

Eligibility:

- ☐ Must be 60+
- ☐ Owner of record
- ☐ Property for which the abatement will be used must be primary residence
- ☐ No income guidelines for first qualifying owner
Second owner may earn abatement if they meet the needs requirement
- ☐ Must present a copy of most recent property tax bill
- ☐ No current town employee is eligible

Participation Agreement:

1. If selected as a participant in the Senior Citizen Property Tax Work-Off Program, you will be responsible for notifying the Division of Elder Services in writing, of any changes affecting eligibility.
2. Placement is determined by matching your skills with the available requests. There is a two week probation period.
3. The 100 hours of service must be completed between July 1, 2004 and June 30, 2005. Hours are not cumulative and cannot be saved or carried over to the next fiscal year program cycle.
4. Policy on Absenteeism:
By participating in this program you have committed to complete a community service project within a prescribed time frame. If you are unable to complete the assignment due to repeated absences you may be removed from active participation. All absences need to be reported to your supervisor. Any absence over 3 days should also be reported to the Tax Work-off Program Coordinator.
5. All applicants must fill out a CORI (Criminal Offender Record Information) as required by the Executive Office Of Elder Affairs.
6. I understand that from time to time new rules may be added by the Town of Andover.

I have read the requirements for participation in the Senior Citizen Property Tax Work-Off Program as listed above. I agree to notify the “SCRPT” Program Coordinator as well as my work site supervisor in the event that I am unable to complete the assignment as agreed.

Signature

Date